

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
COMMUNITY PLANNING AND DEVELOPMENT
WASHINGTON, DC 20410

APPLICATION FOR
FY **2003** EDI-SPECIAL PROJECT

WHO MAY APPLY: The entity named by Congress in the FY 2003 Conference Report is the official recipient for the EDI-Special Project grant. This entity sends in the application and HUD then awards the grant to them.

WHAT TO SUBMIT: An original and three copies of these five items:

1. **An original and two copies of application** to HUD Headquarters at the address listed below (See Attachment 1);

* **One copy of application must be submitted to the local HUD Field Environmental Officer for your jurisdiction (See Attachment 3);**
2. A one-page **budget** (Also Attachment 1);
3. **Applicant Assurances and Certifications** that apply to your project (See Attachment 2);
4. **Certification/Disclosure of Lobbying Activities**
(Also Attachment 2); and
5. **Acknowledgment of Receipt of Application.**
(Also Attachment 2).

WHERE TO SUBMIT:

Processing and Control Branch, Room 7251
Attn: **FY 2003** EDI-Special Projects, CPD
U.S. Dept. of Housing and Urban Development
451 Seventh St., SW
Washington, DC 20410

WHEN TO SUBMIT: You may submit your application anytime after receiving this application package and invitational letter. However, HUD suggests that you send in your application within 60 days after you receive the invitational letter, so that we may respond promptly both to Congress and to your local needs.

WHAT REGULATIONS APPLY:

These Federal regulations **DO APPLY** to your grant.

For State and Local Governments and Indian Tribal Governments, these regulations are 24 CFR Part 85 and OMB Circulars A-87 and A-133.

For Academic Institutions, Hospitals, and Non-Profit Organizations, these regulations are 24 CFR Part 84 and OMB Circulars A-122 and A-133.

For all applicants, 24 CFR Part 58 concerning environmental review of your project.

The following Federal regulations **DO NOT APPLY** to your grant.

HUD regulations for the Economic Development Initiative and the Community Development Block Grant Programs.

Davis-Bacon requirements, *unless* your project is also supported by other funds which do require adherence to the Davis-Bacon Act.

HOW EDI-SP GRANT WILL BE MADE: As soon as your application is logged in by HUD's Processing and Control Branch, we will review it to determine:

that all forms are correctly filled out, signed and dated;

that the activities you propose to do are the same as Congress specified in its FY 2003 Conference Report (HR 108-10); and

that the environmental review process needed for your project has been started.
(See Attachment 3).

Upon approval of the project, we will send you a grant agreement, financial forms, and guidance for electronic transfer of federal funds into your bank account. *After HUD has accepted the environmental certification for your project and released funds to be used for that project*, you may draw down as needed to pay your bills in the next three working days.

As a grantee, you will be responsible for managing the project on schedule, safeguarding the funds, assuring project completion and close-out, and meeting applicable federal requirements. As grantee, you may pass funds through to one or more sub-grantees subject to written agreement and ensuring each party's compliance with federal requirements.

The entire process from receipt of your acceptable application, technical approval, Congressional notification, environmental clearance, and securing your authorization to draw down funds electronically may consume two to three months before funds are in your bank account.

ENVIRONMENTAL REVIEW: Please be alert that an environmental review must be done by a “responsible entity” for each FY 2003 EDI-special project. (This responsible entity is normally the local government, Indian Tribe, or Alaskan Native Village within which your project is located and which exercises land use responsibility.)

If you plan to use your EDI-Special Project funds for such work as architectural and engineering, technical assistance, or salaries, then the environmental review by a responsible entity may be as simple as documenting that these activities are excluded from any further review. But if your FY 2003 EDI-Special Project involves, for example: 1) acquisition, long-term leasing, or disposition of real property; 2) change in land use, including change in density; or 3) physical change of land or buildings, HUD’s release of funds to your bank account can not occur until HUD has received and approved an environmental certification by a unit of general local government, an Indian Tribe, or an Alaskan Native Village with jurisdiction over the project.

You may not take any actions nor commit any HUD or any non-HUD funds which would cause actions that are choice-limiting among reasonable alternatives or would produce an adverse environmental impact, before HUD has approved the environmental certification of compliance, and the request for release of funds.

Remember, only a local government, Indian Tribe, or Alaskan Native Village can do the review. Therefore, you are encouraged to have the environmental review process started as soon as possible.

See Attachment 3 for how to proceed with the environmental review.

ATTACHMENT 1

INSTRUCTIONS FOR COMPLETING THE FY 2003 EDI-SPECIAL PROJECT APPLICATION FORM AND THE BUDGET

APPLICATION FORM:

Box 1. Enter name/address of the entity that is officially applying for the grant. Be sure to include the nine-digit Taxpayer Identification Number.

Box 2. Provide contact information for the person in your organization who will be responsible for the day-to-day management of the project.

Box 3. Self-explanatory.

Box 4. Provide the number of the Congressional district in which the project is located.

Box 5. Self-explanatory.

Box 6. Participating parties are entities, other than the applicant in box 1, who will participate in the FY 2003 EDI-Special Project in one of two roles:

a) Sub-grantee. A sub-grantee must be a unit of government or a non-profit organization, held responsible for all or part of the special project and with the capacity for compliance with the federal requirements applicable to the grant.

b) Administrative Agent. This may be any public entity that will assist the grantee with overall project management and/or financial administration of the grant. An administrative agent will most likely be needed for modest non-profit organizations or small local governments without experience or capacity in managing federal grants.

For participating party function, enter:

- 1 for sub-grantee;
- 2 for administrative agent.

Box 7. The substantive description stated by the Congress determines and defines your project. HUD does not have additional substantive requirements. HUD requests, however, that you provide at least the following information, in order to provide the basis for future audits and to prepare an adequate press release and Congressional notice. Please describe:

- a) economic, social, or physical needs addressed by the project,
- b) key components or phases of the project,
- c) estimated cost for each component,
- d) estimated start and completion times, and
- e) entity responsible for implementing the project.

For very small projects, box 8 may have enough space to describe the project. For most projects, however, add more sheets as needed.

Box 8. Enter the amount set aside by Congress for your project.

At the bottom of the application form, the chief executive or other designee authorized to apply for, receive and manage federal assistance must sign/date the original and two copies.

BUDGET:

For your budget, you may use plain paper. No pre-printed federal budget form is required for this grant.

Based upon the Congressional description of what the grant is for, you need to determine which line items to include in your budget. For example if you have an acquisition/construction type of project, you may decide to use some or all of the following line items: administrative/legal expenses; acquisition of land or structures; A and E expenses; inspection fees, construction, demolition and removal, relocation; contingencies; or any other line items you believe are needed to explain how you plan to use the grant funds. For non-construction types of projects, you may decide to use: salaries; fringe benefits; equipment; transportation; contracts; or other line items you want.

All of these line items should add up only to the Congressional grant amount. Please do NOT include any other funding. For example, if your project overall will cost \$10 million and will be funded from \$9 million of other sources and only \$1 million from this Congressional grant, your budget in this application must total only the \$1 million.

ATTACHMENT 2

ASSURANCES AND CERTIFICATIONS FOR **FY 2003** EDI-SPECIAL PROJECTS

1. Assurances:

Complete, sign and date Standard Form 424 B, Applicant Assurances and Certifications.

2. For all applicants:

Sign and date the Certification Regarding Lobbying and, if needed, the Disclosure Regarding Lobbying Activities. (If you Certify that you did not pay anyone to lobby for this special project grant, then you have nothing to disclose and you may discard the Disclosure Form.)

Please be sure to sign and date all the assurances and certifications.

NOTE: Copies of 24 CFR Part 84 (which has Subparts A-E, containing Sections 1-87) and 24 CFR Part 85 (which has Subparts A-I containing Sections 1-50) are available at this website: <http://www.access.gpo.gov/nara/cfr/index.html> then follow the prompts. See the sample page following.

If you prefer a hard copy of 24 CFR Part 84 or of Part 85 but you do not have access to one locally, you may call (202) 708-3773 to have a copy mailed to you.

**Acknowledgment of Receipt
of Application for A
FY 2003 EDI-Special Project**

U.S. Department of Housing
and Urban Development
Washington, DC 20410

Type or clearly print your name and return address in the space below.

fold line

**To Be Signed/Dated Below by HUD Processing and Control Branch, Room 7251, 451
Seventh Street, SW, Washington, DC 20410:**

We have received your application for a FY 2003 EDI-Special Project grant. The EDI-Special Project Team will review your application and contact you if any more information is needed. Otherwise, you should receive an approval package in the near future.

Processor's Name: _____

Date of Receipt: _____

ATTACHMENT 3

ENVIRONMENTAL REQUIREMENTS FOR **FY 2003** EDI-SPECIAL PROJECTS

Summary of Environmental Requirements

List of HUD Environmental Contacts

Request for Release of Funds and Certification (7015.15 form)

HUD Environmental Regulations: 24 CFR Part 58.

NOTE: Copies of 24 CFR Part 58 (which consists of Subparts A-H containing Sections 1-77) are available at these websites:

<http://www.hud.gov.cpd.envregul.html>

<http://www.access.gpo.gov/nara/cfr/index.html>
then follow the prompts.

SUMMARY OF ENVIRONMENTAL REQUIREMENTS FOR FY 2003 EDI-SPECIAL PROJECTS

Since passage of the Multifamily Housing Property Disposition Act of 1994, units of general local government are authorized to carry out federal environmental review responsibilities under the National Environmental Protection Act (NEPA) and related authorities pursuant to 24 CFR Part 58 for many projects funded by HUD, including your Special Project.

1. WHAT IS THE ENVIRONMENTAL REVIEW?

An environmental review is the process of considering the environmental impact of a project that is to receive EDI-Special Project funding. This review process is described in 24 CFR Part 58. The process includes performing an environmental impact analysis that covers the provisions of the National Environmental Policy Act and related environmental laws and regulations. If the review results in a "Finding of No Significant Environmental Impact," then a prescribed public notification is required, as well as a formal request to HUD for release of the grant funds from environmental conditions.

The scope of the environmental review depends on the scope of your project. For complex projects, the review could include a full technical analysis, consultation with the State Historic Preservation Officer, and two weeks notice in a local newspaper. For certain other projects, the environmental review could be simply a letter prepared by the responsible entity stating the project is exempt or excluded from any further review. The HUD environmental officer listed on the following pages can advise you and the responsible entity about these requirements.

2. WHO DOES THE ENVIRONMENTAL REVIEW?

Only a "responsible entity" may take responsibility for conducting the environmental review that is needed for each FY 2003 EDI-special project. This responsible entity is normally the local government, Indian Tribe, or Alaskan Native Village within which your project is located and which exercises land use responsibility.

Conversely, a non-governmental entity or a governmental entity that does not exercise land use control authority over the site cannot conduct the environmental review.

The responsible entity is legally responsible for the administration of environmental laws and rules and HUD regulations implementing them.

If you are a unit of local government, Indian Tribe, or Alaskan native Village, you are the responsible entity and must take responsibility for conducting the environmental review. For this special project, the general sequence of actions is (1) you contact your HUD field environmental officer (FEO) to learn the exact procedure to follow for your special project; (2) you follow the FEO's technical advice on how to conduct the review; (3) you submit documentation (as advised by the FEO) to the FEO. After the FEO determines that the environmental review has been satisfactorily conducted, the FEO will so inform you and provide a date after which you may commit funds for the project. The FEO will simultaneously inform HUD's Special Projects Office in Washington that your environmental review has been satisfactorily conducted and that the grant funds may be released for your special project.

If you are a housing authority, redevelopment agency, academic institution, hospital or other non-profit organization, you must solicit an appropriate responsible entity to conduct the environmental review on your behalf. (To get started, you should contact the HUD FEO listed on the pages following and ask for advice on which responsible entity would best be able to do the environmental review for you.) After that the general sequence of actions is similar to that described above.

In summary, as a FY 2003 EDI-SP applicant, you must ensure that a responsible entity completes the environmental review and you must submit the necessary documentation described above to a designated HUD field office for its review and approval and for written notice to you that your grant funds are released.

3. WHEN MAY A RECIPIENT COMMIT ITS SPECIAL PROJECT FUNDS?

You may commit your funds only after you have received written notice from the appropriate FEO that they have approved the release of funds, unless the funds are for activities that have been documented as exempt or categorically excluded and not subject to related laws. You may not take any actions nor commit any HUD funds or any non-HUD funds which would cause actions that are choice-limiting among reasonable alternatives or would produce an adverse environmental impact, before HUD has approved the environmental certification of compliance, and the request for release of funds.

4. WHEN SHOULD YOU START THE ENVIRONMENTAL REVIEW?

You should get the review process started right away, even while our Project Team will review your application and contact you if any more information is needed. Otherwise, you should receive an approval package in the near future.